



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

June 8, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-76

TO: All UPS Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: New LASERS Optional Retirement Plan (ORP)

The following LASERS optional retirement code will be added to UPS effective pay period beginning June 26, 2000:

RT22          ORP - GRWEST

The employee and state shares for this plan are 7.5% and 13.0%, respectively. Eligibility for this optional retirement plan is limited to statewide elected officials' appointees subject to Senate confirmation, any unclassified employee who is a member of that person's immediate staff, and the CEO of Group Benefits.

LASERS recently held special ORP workshops to provide information to agency Payroll and Human Resource offices. At this workshop, a new chapter (15) to the LASERS RRM manual was provided to specifically address information for the new ORP. Agencies should contact LASERS to obtain a copy of Chapter 15.

Due to the reporting and payment requirements of LASERS, agencies must forward the enrollment documents to LASERS PRIOR to setting up the deduction in UPS. If LASERS receives money for an employee for whom they have no enrollment document, they will reject the payment. Also, if any adjustments (one-times, refunds, voids, etc.) need to be processed for this ORP, notify OSUP immediately that the adjustment is being processed. If a negative amount for an employee is sent on the monthly file, LASERS may reject the file.

OSUP will send monthly payments to LASERS by the 10th of each month, along with a file of employee deduction data. This file will serve as the reporting requirements outlined in Chapter 15. Agencies will not have to send the deduction report to LASERS for this optional retirement. Refer to the new chapter in the LASERS RRM for additional information on reporting errors.

Questions on the specifics of the new retirement plan should be directed to your Human Resource office or LASERS. Any questions regarding agency procedures or setting up the deduction should be directed to the UPS Help Desk at (225) 342-8928.

RSM:APH:jwc